

Watervliet School Improvement Team: Special Education

9/28/07

3 Hours, 10 Minutes

Hanretta Apts.

Meeting called by:	Janelle Yanni	Type of meeting:	Subcommittee-Special Ed
Facilitator:	Janelle Yanni	Note taker:	Wendy O'Brien
Timekeeper:	Mike Faust		

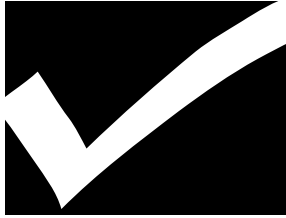
Attendees: Janelle Yanni, Wendy O'Brien, Alison Pendergrass, Mike Faust, Kathy Biseglia, Tracy Coffey, Mary Alice Hipwell, Mary Pat Murtagh, Dave Wareing, Melissa Kussler, Carolyn Proctor

Please bring:

----- Agenda Topics -----

Review Agenda	Janelle	5
Welcome and introductions	All	5
3 Smart Goals	Janelle	15
Share roles	All	15
Help/Hinder List	All	20
Consensus	All	20
Review the work plan, RACI Chart and timelines	Groups of three	45
Collaborative Action Research	Janelle	10
Beliefs and Values	All	45
Next Steps, Agenda	Janelle	10

Other Information



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Review Agenda	Janelle	5
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Discussion: Janelle passed out copies of agenda and explained each topic of the agenda.

Conclusions: No questions regarding agenda.

Action items:	Person responsible:	Deadline:

Welcome and introductions			All	5
<u>Discussion: Each member introduced themselves and their involvement with students with special ed. services.</u>				
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<u>Conclusions: Each member has at least one year of experience working with students with special ed. services.</u>				
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Action items:		Person responsible:	Deadline:	
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3 Smart Goals			Janelle	15
Discussion:				
Goal 1 – Continue to decrease out of district special education placements by at least 20% each year until out of district placements are 5% or less of identified students.				
- It is important that all students in our district are educated in our schools.				
Goal 2 – Continue to decrease the % of students identified as in need of special education by 10% per year until no more than 10% of the student population are classified.				
- Previous years – testing and placement was seen as the primary intervention. Improvements in procedures of Child Study Teams emphasize implementing interventions in the classroom.				
Goal 3 – All in district special education students will participate regularly in academic areas linked to the NYS standards by 6/08 and take appropriate NYS assessments.				
<u>Conclusions: Goals explained.</u>				
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Action items:		Person responsible:	Deadline:	
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Share roles			All	15
<u>Discussion: Explanation of each role – note taker, facilitator, time keeper, process observer (P.O.)</u>				
<hr/>				
<u>Conclusions: Time keeper – Mike Faust; P.O. – Dave Wareing; Notetaker – Wendy O’Brien; Facilitator – Janelle Gianni</u>				
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Action items:		Person responsible:	Deadline:	
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Help/Hinder List

All

20

Discussion:

Help – Open communication, staying on topic to go along with the agenda, sticking to the timeline, listen effective with an open mind, considering all opinions, positive affirmations, one person at a time group work excluded, being able to meet without distractions, positive attitude toward being on the committee, try to make positive changes snacks, stick to jobs/roles on committee.

Hinders – Cell phones, tangents, ignorance (responses out of spite; stick to what you know – try to be open minded), too much lecture – not enough ownership for members, big arguments (we may disagree – that’s ok), opinionated (personalizing issues), coming in with negative attitude, dominating discussions, having side conversations, members being late due to issues at school, pointing out negatives of Special Education population, continuously checking time.

Compared the group’s list to those in the sample list.

Conclusions:

Action items:

Person responsible:

Deadline:

Consensus

All

20

Discussion: Discussion of the definition of consensus. Emphasis is on teamwork. Rules of consensus explained. Explanation of signal system. Explanation of the consensus process.

Conclusions:

Action items: Janelle presented chart that represented the various SINI Administrative team concerns. Hope that by addressing the main concerns Now, those concerns in the outer circle will be taken care of.

Person responsible:

Deadline:

Review the work plan, RACI Chart and timelines

Groups of three

45

Discussion: **Goal 1** – 40 students brought back to district, vast majority of the students have appeared happy to be our school. **Mike** – how many more students are still in BOCES/private placements? Janelle explained the process made last year. **Mary Alice** – is there any way to communicate with the BOCES programs throughout the school year to determine when it would be best to bring students back to district?

- We can develop a process this year to do that. How well did BOCES stick to State curriculum standards? Integration of returned students -> slowly happening right now.

Goal 2 – Benchmark for State is 12%. Watervliet has always been way above that.

- Already working on reducing Speech/Language Impaired population.

- Will work this year as a committee to research RTI possibilities.

Goal 3 – May need to familiarize ourselves as a committee with the NYS Standards in ELA & Math. Elementary teachers have to put standards in their lesson plans.

RACI Chart: Explanation of the chart:

Conclusions: Everyone was in agreement of work plan, RACI and timelines.

Conclusion for RACI Chart: We have a lot of responsibility as a subcommittee to reach the goals.

Timeline (RACI Chart): Explanation of Timeline as it relates to the RACI Chart.

Action items: Outline of self-contained classroom curriculums for

Person responsible: Melissa,

Deadline:

Subcommittee review.

Mary Alice, Mary Pat

Collaborative Action Research

Janelle

10

Discussion:

Conclusions:

Action items: Focus Question => How will we ensure **all** in district Special Education Students participate regularly in NYS Standards and take appropriate assessments?

Person responsible:

Deadline:

Needs:

Collaboration

Communications both with school staff and parents, educate parents.

Support

Beliefs and Values			All	45
Discussion:				
Conclusions:				
Action items:			Person responsible:	Deadline:

Next Steps, Agenda			Janelle	10
Discussion: Review belief post-it				
Review self-contained curriculum				
Determine next meeting.				
Conclusions: Next meeting 10/15/07 @ 3pm in HS room 207				
Action items:			Person responsible:	Deadline:

Other Information
